

# **Sacramento County Office of Education Job Description**

## **Classification Title: Accounting Technician**

### **DEFINITION**

Under general supervision, performs a variety of accounting tasks to compile, prepare, review, and verify financial and statistical records and funds in providing service to Sacramento County Office of Education (SCOE) staff, school districts, and charter schools; performs related duties as required.

### **DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

### **SUPERVISION OVER**

None; provides assistance and guidance to other staff assigned to the department and school districts.

### **DUTIES AND RESPONSIBILITIES**

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

#### **Accounting**

Performs general accounting procedures in the preparation of financial documents, records, and reports; prepares bank deposits; maintains warrant registers; reviews and reconciles payroll totals for districts and charter schools; processes payment of invoices and receipts of goods; reviews and verifies reimbursements and mileage requests for payment; prepares and processes purchase requisitions; prepares and cancels warrants and adjusts records as a result; ensures all retirement monies, tax forms, and reports are received by the appropriate agencies on or before the prescribed deadlines; posts and maintains accurate control records for classified and certificated payroll deductions and gross earnings on a fiscal and calendar year basis.

#### **Auditing**

Monitors accounts receivable and accounts payable; assists in verifying bank deposits and balances; audits and verifies purchase requisitions, expense claims, Cal-Card purchases, and invoices; verifies invoiced items are received; audits, adjusts, and balances payroll registers; ensures accountability of internal records and controls; analyzes and ensures the accuracy of account and payroll codes and makes necessary corrections as advised; audits and verifies claims, retirement reports, contracts, and payments for compliance with budget constraints, rules, regulations, and board policies; verifies reports and other calculations; revises claims and reports as needed.

#### **Budget Maintenance**

Assists department managers in budget development; reviews and assists in verifying budget and grant standards; monitors and audits assigned budget expenditures throughout the budget cycle; assists in maintaining documentation for budget and grant reports; develops, recommends, and prepares budget revisions, reports, journals, and invoices; verifies funds available; analyzes data to prepare projections and makes recommendations on necessary changes; transfers funds; assists with year-end closing activities as requested; communicates with managers regarding all budget cycle activities.

#### **Records Maintenance**

Creates, organizes, maintains, and updates files and records utilizing database and spreadsheet software, other online applications, and manual systems; maintains an audit trail of documents and records; creates report formats and prepares necessary accounting and financial reports based on retrieved data as

requested; develops and maintains spreadsheets, journals, ledgers, logs, worksheets, and other records; catalogs and inventories fixed assets; prepares and maintains records and forms for various payroll reports for the Public Employees Retirement System (PERS) and the State Teachers Retirement System (STRS).

### **Program Support**

Communicates with and provides technical support to both internal and external clients by collecting and providing specialized information, answering questions, and assisting clients in interpreting and following proper accounting procedures; assists in training other staff in complying with proper procedures, rules, and regulations; interprets laws, rules, regulations, bargaining unit contracts, and manuals to provide support; coordinates services with clients; attends related trainings and other meetings; researches and analyzes data related to accounting problems; collects, organizes, and retrieves data to identify, troubleshoot and resolve discrepancies; scans documents into electronic file system; communicates with clients to recommend solutions and ensure any corrections or changes are implemented properly.

## **MINIMUM QUALIFICATIONS**

### **Education, Training and Experience**

Any combination of education, training and/or experience which demonstrates the ability to perform the duties as described; college level coursework in accounting; public agency accounting experience is desirable.

### **Knowledge of**

Basic principles, procedures, and terminology of auditing, debits and credits, accounting and financial recordkeeping; office practices and procedures; Standardized Account Code Structure (SACS); standard software applications related to financial applications and videoconferencing platforms.

### **Skill and Ability to**

Perform mathematical computations rapidly and accurately; operate a variety of standard office equipment including 10-key by touch; interpret and apply complex laws, rules, and regulations; communicate effectively in both oral and written form with individuals from diverse groups; conduct basic research; set up and maintain database files to create spreadsheets and other related forms and documents; possess attention to detail; set up and accurately maintain accounting and financial records; follow directions; work independently; set priorities and meet deadlines; proofread financial documents and reports; identify and correct errors or omissions; establish and maintain cooperative working relationships with those contacted during the course of work.

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